

15 JUNE 2005



Communications and Information

**AIR RESERVE PERSONNEL CENTER
GLOSSARY OF TERMS AND INFORMATION
SYSTEMS CODING IDENTIFICATION FOR
COMMON RESERVE TERMS**

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Certified by: HQ ARPC/XP
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Pages: 31

Distribution: F

This Pamphlet implements Air Force Directory (AFD) 33-303, *Compendium of Communications and Information Terminology*. This pamphlet identifies abbreviations, acronyms, and terminology most commonly used by the Air Force Reserve (AFR), their appropriate abbreviations (if applicable), and definitions commonly used by Air National Guard of the United States (ANGUS) and United States Air Force Reserve (USAFR) personnel. This glossary is provided as a training aid and reference in conjunction with references in paragraph 1.

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1. Reference.

- 1.1. AFDIR 33-303.
- 1.2. AFH 33-337, *The Tongue and Quill*.
- 1.3. Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*.

2. Recommendations for consideration of new terms, deletion of obsolete terms, and modification of terms already published are encouraged and should be addressed to the Office of Primary Responsibility (OPR) of this pamphlet.

3. Procedures:

- 3.1. List the term recommended for inclusion, its abbreviation (if applicable), its definition, and a brief statement of why you believe it should be included. Include reference source.
- 3.2. Abbreviations are accepted for inclusion in this pamphlet only if they are widely used by the ANGUS and USAFR and have broad use in specific functional areas. Excluded are:
 - 3.2.1. Scientific and technical abbreviations, signs, and symbols.
 - 3.2.2. Professional titles and degrees.
 - 3.2.3. Terms which may be widely used, but are so common or obvious that definition is unnecessary.
- 3.3. HQ ARPC/XPX evaluates recommendations, coordinates on supporting rationale if required, and maintains a record of final disposition of terms submitted.

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AAC—Assignment Availability Code
AAR—Assignment Action Reason
ABSS—Automated Business Service System
AD—Active Duty
ADL—Active Duty List
ADN—Accession Designation Number
ADSW—Active Duty for Special Work
ADT—Active Duty for Training
AEF—Aerospace Expeditionary Force
AFALO—Air Force Admissions Liaison Officer
AFHPSP—Armed Forces Health Professions Scholarship Program
AFIDL—Air Force Institute for Distributed Learning
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFROTC—Air Force Reserve Officer Training Corps
AFRRSP—Air Force Ready Reserve Stipend Program
AFSC—Air Force Specialty Code
AFTP—Additional Flying Training Period
AGR—Active Guard/Reserve
ANG—Air National Guard
ANGUS—Air National Guard of the United States
ARC—Air Reserve Component
ARMO—Air Reserve Management Officer
ARMS—Automated Records Management System
AROWS—Air Reserve Orders Writing System
ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
AT—Annual Training
ATD—Air Technician Detachment

ATP—Ancillary Training Program
AUTOS—Automated Travel Orders System
BCMR—Board for Correction of Military Records
BIMAA—Base Individual Mobilization Augmentee Administrator
CAP—Civil Air Patrol
CAPRAP—Civil Air Patrol Reserve Assistance Program
CDC—Career Development Course
CHE—Continuing Health Education
CMAS—Central Man-day Accounting System
CMS—Case Management System
COOP-ARPC—Continuity of Operations Plan-Air Reserve Personnel Center
CSR**D**—Communications Systems Requirements Document
CTO—Contracted Ticket Office
DEFCON—Defense Readiness Condition
DEP—Delayed Enlistment Program
DET—Delayed Entry into Training
DFR—Dropped From Roll
DIERF—Data Initial Entry Reserve Forces (replaced by DIEUS)
DIEUS—Date Initial Entry Uniformed Service
DIMHRS—Defense Integrated Military Human Resource System
DIN—Data Identification Number
DJMS-RC—Defense Joint Military Pay System-Reserve Component
DOPMA—Defense Officer Personnel Management Act
DOR—Date of Rank
DTS—Defense Travel System
EAD—Extended Active Duty
EDCSA—Effective Date of Change of Strength Accountability
EDIGS—Effective Date of Initial Gain to Strength
E-E—Emergency-Essential
EES—Enlisted Evaluation System
E-Form—Electronic Form System
ET—Equivalent Training

ETO—Expiration Term of Obligation
ETS—Expiration Term of Service
FAP—Financial Assistance Program
FHD—Funeral Honors Duty
FLPP—Foreign Language Proficiency Pay
FMB—Financial Management Board
FPerR—Field Personnel Record
FRGp—Field Record Group
FRRB—Functional Requirements Review Board
FWG—Financial Working Group
FY—Fiscal Year
HPSP—Health Professions Scholarship Program
HQ USAF/RE—Office of the Chief, Air Force Reserve
HYT—High Year Tenure
IADT—Initial Active Duty Training
ID—Inactive Duty
IDEAS—Interactive Demographic Analysis System
IDFT—Inactive Duty Flying Training
IDT—Inactive Duty Training
IMA—Individual Mobilization Augmentee
IR—Individual Reservist
IRMCO—Information Requirements Management Control Officer
IRR—Individual Ready Reserve
IRRMP—Information Reports Requirements Management Program
ISLRS—Inactive Status List Reserve Section
JA/RD—Judge Advocate Reinforcement Designee
LEAD—Limited recall to Extended Active Duty
LOD—Line of Duty
LOV—List of Values
MA—Mobilization Assistant
MAJCOM—Major Command
MAS—Man-Day Accounting System

MDP—Military Duty Personnel
MFH—Military Funeral Honors
M.G.I.B.—Montgomery G.I. Bill
MGIB-Sel Res—Montgomery G.I. Bill, Selected Reserve
MilPDS—Military Personnel Data System
MPA—Military Personnel Appropriation
MPerRGp—Master Personnel Record Group
MPF—Military Personnel Flight
MPRC—Manpower and Personnel Readiness Center
MPRS—Military Personnel Records System
MSD—Mandatory Separation Date
MSLO—Medical Services Liaison Officer
MSO—Military Service Obligation
MT—Military Technician
MTF—Military Treatment Facility
NAF—Numbered Air Force
NARS—Nonaffiliated Reserve Section
NGB—National Guard Bureau
NNRPS—Nonobligated Nonparticipating Ready Personnel Section
NPS—Nonprior Service
OAS—Office Automation System
OCR—Office of Collateral Responsibility
OES—Officer Evaluation System
OJT—On-The-Job Training
OPR—Office of Primary Responsibility
OPR—Officer Performance Report
ORS—Obligated Reserve Section
OTA—Oracle Training Administrator
OTS—Officer Training School
PAS—Personnel Accounting Symbol
PCARS—Point Credit Accounting and Reporting System
PC-III—Personnel Concept III

PIRR—Participating Individual Ready Reserve
PIM—Pre-trained Individual Manpower
PM—Program Manager
POC—Price of Conformance
PRC—Personnel Readiness Center
RAD—Release from Active Duty
RASL—Reserve Active Status List
RAW—Retrieval Application Web
RCCPDS—Reserve Components Common Personnel Data System
RCSBP—Reserve Component Survivor Benefit Plan
RIMS—Records Information Management System
RIP—Report on Individual Personnel
PMD—Program Management Directive
PSD—Promotion Service Date
RMG—Readiness Management Group
RMP—Readiness Management Period
RMS—Requirements Management System
RMVS—Reserve Management Vacancy System
ROPA—Reserve Officers Personnel Act of 1954
ROPMA—Reserve Officer Personnel Management Act
RPA—Reserve Personnel Appropriation
RPO—Reserve Pay Office
RRR—Reserve Retirement Repository
R/R—Retention/Retirement
RRPS—Ready Reinforcement Personnel Section
RSC—Reserve Service Commitment
RSCD—Reserve Service Commitment Date
SBP—Survivor Benefit Plan
SCR—Systems Change Request
SGLI—Servicemember's Group Life Insurance
SURF—Single Unit Retrieval Format
TAFCS—Total Active Federal Commissioned Service

TAFCSD—Total Active Federal Commissioned Service Date

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TAG—The Adjutant General

TFCSD—Total Federal Commissioned Service Date

TFP—Total Force Policy

TJAGCR—The Judge Advocate General's Corps Reserve

TP—Training Period

TRC—Training or Retired Category

TYSD—Total Years Service Date

UMD—Unit Manpower Document

UPMR—Unit Personnel Management Roster

UPRG—Unit Personnel Records Group

URC—Unit Reserve Coordinator

USAFR—United States Air Force Reserve

UTA—Unit Training Assembly

VGLI—Veterans Group Life Insurance

VMPP—Virtual Military Personnel Flight

VOCO—Verbal Orders of the Commander

WMCCS—Worldwide Military Command and Control System

WOTS—Web Orders Transaction System

Terms

Accession—Initial enlistment/appointment into military service, or entry into another military component/service/program.

Accession Designation Number (ADN)—A number used to identify members previous assignment or status, i.e. AD, Air National Guard (ANG), civilian, etc.

Active Duty (AD)—Full-time duty in the Active military service of the United States. It includes full-time training duty, annual training duty, and attendance while in the Active military service at a school designated as a service school by law or by the Secretary of the Air Force (SAF).

Active Duty for Special Work (ADSW)—Reserve component members on AD, typically for periods of less than 180 days, to provide administrative support for the Active or Reserve components in positions not designated as Active Guard/Reserve (AGR).

Active Duty for Training (ADT)—Used to supplement annual tour (AT) and inactive duty training (IDT) when the member requires additional training to achieve or maintain a required skill or skill level in

their assigned AFSC. ADT tours may be used to maintain or increase the member's mobilization readiness in support of Reserve needs. Authorized ADT must provide a primary training content to the member during tours involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

Active Duty List (ADL)—A single list of all officers on AD, in order of seniority in which they are serving. Officers serving on AD under Title 10 U.S.C., Sections 265, 678, 8021, 8033, 8496, and Title 32 U.S.C., Section 708 are not included on the ADL.

Active Duty Sanctuary—Title 10 U.S.C., Section 1176(b) and Title 10 U.S.C., Section 12686(a) established an AD retirement sanctuary for members of all Air Reserve Components (ARC). In general, AD sanctuary means any ANG/USAFR officer/enlisted member who attains 18 (but less than 20) years of AD (other than for training) must be retained on AD unless he or she: voluntarily separates; is medically disqualified for continued service; or is separated or discharged for cause. Those qualifying members will not be released from AD until they are entitled to an AD/active status retirement. The requirements to qualify for AD sanctuary under each section are different. See AFI 36-2131, *Administration Of Sanctuary in the Air Reserve Components*.

Active Guard/Reserve (AGR)—All personnel of the National Guard of the United States and Reserve components serving on statutory tours of AD for periods in excess of 179 days under Title 10 U.S.C., Sections 3015, 8033, 10301, 10142, 10143, 12301, 12310, or 12402 or Title 32 U.S.C., Section 502(f) in connection with organizing, administering, recruiting, instructing, or training members of the Reserve components.

Active Status—All Reserve commissioned officers of the ANGUS and the USAFR (participating and nonparticipating) who are not on the inactive status list of a Reserve component or in the Retired Reserve (RR) or in the inactive ANG.

Additional Flying Training Period (AFTP)—Additional paid IDT periods for aircrew members who need the training to accomplish the required Air Reserve Forces Flying Training. Although participation is authorized in all or any number of these periods (36 authorized per fiscal year), it is not compulsory. These training periods are over and above the regularly authorized 48 unit training assemblies for flying units.

Aerospace Expeditionary Force (AEF)—AEF support is any tour that requires an ARC member to deploy in support of a steady state operation. Homestation support (backfill) for AEF occurs when an active or ARC unit requests augmentation to replace a unit-assigned member who is forward Deployed.

Air Force Admissions Liaison Officer (AFALO)—A reservist in non-pay status, who provides information on admission to the Air Force Academy and the AFROTC program to local schools, parent and civic organizations, youth groups, and the general public. AFALOs also search out and counsel young men and women for all Air Force commissioning programs. AFALOs are assigned to the 9001 ARS.

Air Force Elements—Refers to personnel assigned to units which are not within the Air Force structure, i.e., JCS, DLA, CENTCOM, SOCOM, etc.

Air Force Fitness Program—A program designed to ensure proper exercise and annual testing for members' physical fitness.

Air Force Institute for Distributed Learning (AFIDL)—An enterprise-wide learning environment that provides on-demand education, training, experiential opportunities, and performance support to meet

mission requirements and improve readiness. This on-line learning environment is supported by a robust learning infrastructure which includes the ADL Learning Center, (a Meridian learning management system), an e-Customer Support Center, (electronic help desk) and the ADL Repository, (learning object storage) fused together into a collaborative, seamless, and cost effective strategy for e-learning on the Worldwide Web.

Air Force Ready Reserve Stipend Program (AFRRSP)—A financial assistance program designed to attract critically needed medical specialties to the AFR to help eliminate health professions wartime shortfalls. Students agree to participate in the AFR after completion of training for a period of time commensurate with the amount of time funds were received while in training. Current recipient may be officers or enlisted in medical specialties. They may be participating in the Selected Reserve (IMA or Category A unit) or assigned to the IRR.

Air Force Reserve (AFR)—A component of the Air Force whose mission is to provide citizen airmen to defend the United States and protect its interests through aerospace power.

Air Force Reserve Command (AFRC)—A separate operating agency under Headquarters United States Air Force (HQ USAF), AFRC performs the AFR field responsibilities of the Chief of Staff, USAF; provides operational, logistic, comptroller (except military pay), administrative, and personnel support for all USAFR units and for all individuals assigned or attached to AFRC or its subordinate units. The commander, AFRC, is “Dual Hatted” as Chief of Air Force Reserve (HQ USAF/RE). HQ AFRC receives policy and technical guidance from the Office of the Chief, Air Force Reserve.

Air Force Reserve Officer Training Corps (AFROTC) Graduate—A contract cadet who has successfully completed the academic and military requirements of the AFROTC professional officer course, including prescribed field training, and earned at least a bachelor’s degree.

Air Force Reserve Section Code—Used to identify the IADT requirements for Reservists.

Air Force Specialty Code (AFSC)—A code used to identify a member’s career field.

Air National Guard (ANG)—That part of the organized militia of the several States and Territories, Puerto Rico, and District of Columbia, Active and Inactive that:

- is an Air Force;
- is trained and has officers appointed under the sixteenth clause of Section 8 Article I of the Constitution;
- is organized, armed, and equipped wholly or partly at Federal expense;
- is Federally recognized (Title 10 U.S.C., Section 101(12)).

Air National Guard of the United States (ANGUS)—The Reserve component of the Air Force all of whose members are members of the ANG (Title 10 U.S.C., Section 101(13)).

Air Reserve Components (ARC)—All units, organizations, and members of the ANGUS and the AFR (Title 10 U.S.C., Section 261).

Air Reserve Management Officer (ARMO)—This is unique to the Air Education and Training Command. It is an officer or civilian equivalent who is responsible for the overall management of Reserve affairs on an Air Force AD installation. The ARMO serves as the technical advisor to all the commanders on the installation.

Air Reserve Orders Writing System (AROWS)—Integrated Reserve financial system which will replace three current systems for requesting and producing RPA training orders for annual, special, and

school tours. Slated for deployment in first quarter of FY 06.

Air Reserve Personnel Center (ARPC)—A Direct Supporting Unit of the AFRC. It administers the personnel management support of individual ANG and the USAFR personnel and the mobilization of individual USAFR personnel not on EAD.

Air Reserve Technician (ART)—Civilian employees of the USAFR who provide permanent party support to a USAFR unit and occupies a USAFR UMD military position in the unit comparable to their civilian position.

Air Technician Detachment (ATD)—A unit designated force of full-time employees of the ANGUS who are a combination of ready reservists and excepted Federal civil service employees. They work as Federal civil service employees in the ANGUS units during the week, then serve as air reservists for scheduled military training periods. Their civilian and military positions are the same.

Ancillary Training Program (ATP)—Non-specialty training program required by various Air Force and ANGUS directives that is not related to individual specialties (for example: information security, general safety).

Annual Training (AT)—The minimum period of annual AD for training or annual field training which members perform each year to satisfy training requirements associated with their Reserve assignment. Maintained on the Point Credit Accounting and Reporting System (PCARS).

Armed Forces Health Professions Scholarship Program (AFHPSP)—A service-wide program that is a means of training and recruiting for various medical professions in the Air Force. The program provides full tuition and a monthly stipend in return for attendance at an accredited medical school, an annual 45 day AD tour, and an AD service commitment.

Assignment Action Reason (AAR)—An assignment code for the most recent consummated assignment. A description of the assignment action underlying the reason may be found in AFI 36-2115, *Assignments Within the Reserve Components*.

Assignment Availability Code (AAC)—A code that shows the degree of availability for an assignment. See AFI 36-2115 for description of codes.

Assignment Limitation Code—A code used to show the limitations for an assignment. See AFI 36-2115 for description of codes.

Automated Business Service System (ABSS)—System used for creating and processing purchase requests for contracts to obtain goods and services. Also used to process transfers of funds to other organizations.

Automated Records Management System (ARMS)—An automated system to replace old micrographics hardware; automate manual tasks; reduce manpower; speed document update and retrieval; and to increase database through records transfer between services.

Automated Travel Orders System (AUTOS)—The creation, editing, printing, and transmission of regular travel orders by computer. This system resides on the PC-III.

Base Individual Mobilization Augmentee Administrator (BIMAA)—Administrator responsible for improving the IMA program at base level to ensure the highest level of readiness through education, public relations, and training.

Basic Military Training—The training provided for non-prior service personnel to effect an orderly

transition from civilian to military life. It provides skill and knowledge requisite to initial duty in the Air Force; an understanding of the mission, organization, customs, courtesies, traditions, and career programs of the Air Force; an understanding of the new officer's or airman's responsibility to their unit, the Air Force, and for the security of their nation.

Board for Correction of Military Records (BCMR)—Under procedures published by the secretary of a military department approved by the Secretary of Defense and acting through boards of civilians of the executive part of that military department, the department secretary may correct any military record of that department to correct an error or remove an injustice (Title 10 U.S.C., Section 1552(a)).

Bonus Program—See Incentives Programs.

Call—This term applies only to the ANGUS. It is used when the President, under Title 10 U.S.C., Section 8500, Chapter 15, orders any or all members of the ANGUS into Federal service. The President issues a call through the governors of the states concerned, regarding domestic emergencies which do not involve an external threat to the national security. A call differs from a mobilization order in the channel of communications used to bring the ANGUS members into Federal service and in that certain ANGUS regulations, policies, and procedures stay in effect after entry into Federal service.

Call-Up—Presidential Reserve Call Up under Title 10 U.S.C., Section 12304. This authority allows the President to recall up to 200,000 members of the Selected Reserve, Guard and Reserve units, IMAs, and members of the IRR (not to exceed 30,000) from all military services. (See Presidential Reserve Call-Up.)

Career Development—The process of skill and knowledge upgrading that occurs as a result of job experience, on-the-job training, attendance at formal courses, and completion of ECI and career development courses.

Career Development Course (CDC)—A correspondence type course designed to satisfy requirements for knowledge applicable to an Air Force specialty.

Case Management System (CMS)—Refers to an automated reporting and referral system employed by the AC, USAFR, ANGUS, and DFAS to manage and resolve issues that impact upon the pay and entitlements of an Air Force member.

Category A, B, D, H, etc.—Authorized Reserve Training and Retirement Categories. See DoD Directive 1215.6, *Uniform Reserve, Training and Retirement Categories*.

Central Manager—The office responsible for managing reservists in specific skills which have been designated as requiring centralized management of personnel resources - medical, legal, chaplain, special investigations, and intelligence.

Central Man-day Accounting System (CMAS)—A management information system used to manage the allocations, obligations, and use of MPA man-days.

Chaplain Candidate Program—Seminary students enrolled in an approved theological school who meet requirements for USAFR appointment. The Chaplain Candidate Program provides a pool from which ecclesiastical endorsing agencies may fill EAD or Reserve chaplain vacancies.

Civil Air Patrol (CAP)—A Federally chartered, nonprofit corporation, which was designated by Congress in 1948 as a volunteer civilian auxiliary of the Air Force. Its mission is to provide public service during local and national emergencies, motivate youth to high ideals of leadership, and further United States air and space supremacy through aerospace education and training.

Civil Air Patrol Reserve Assistance Program (CAPRAP)—Participating IRRs assigned to assist CAP officials in aerospace education and training, community relations, and other associated unit duties.

Command Record Group—This is either the OCSRGp, the ACRGp, or the Senior Noncommissioned Officer Selection Folder (Reserve) (SNSFR) which contains temporary and permanent documents for personnel management. It is maintained at HQ AFRC for Category A Air Force reservists or at the Office of the Adjutant General of the State, territory, or district for ANG members.

Communications Systems Requirements Document (CSRD)—A formal request made on an AF IMT 3215, **IT/NSS Requirements Document**, by an organization (user) to obtain new communications and information capabilities. It identifies a mission need and requests Communications and Information Systems Officer (CSO) assistance with defining the requirement and developing a technical solution for that need.

Community Hardship—A situation which would result from the recall to AD of a reservist in an emergency, in that their withdrawal from a particular community would have a substantially adverse effect on the health, safety, or welfare of that community. Members may be identified with AAC (see AAC) of SP.

Continuing Health Education (CHE)—The education required by health professionals to retain their currency and military assignments.

Continuity of Operations Plan-Air Reserve Personnel Center (COOP-ARPC)—A plan that provides continuity of essential ARPC functions during conditions when normal operations are impaired, made impossible or confined within the potential threat of incapacitation. The plan will possess Emergency Action Procedures (EAP) that is executable when there is little or no warning during duty or non-duty hours.

Contracted Ticket Office (CTO)—Travel agency under contract to the government to make airline and rental car reservations for official travel.

Contractual Obligation—A current, legal contract, such as an enlistment contract, which obligates a member to a specified term of Reserve service.

Controlled Data Element—Identifies data names for which data can only be input, changed or, deleted by a designated OPR.

Data Identification Number (DIN)—Code consisting of alpha-numeric characters that identify a particular personnel data element in the MilPDS.

Date Initial Entry Reserve Forces (DIERF)—The date an individual initially enlists or is appointed in any Reserve (Non-EAD) or Guard Component for the purpose of participation or the date of assignment to a Reserve/Guard component upon release from AD to complete a military service obligation. This date is fixed and is not adjusted for breaks in Reserve component service. This date does not include any time in the AC DEP, the ROTC, or a Professional Appointment Program (the period of time an officer is assigned to Reserve status between the date of appointment and the date of entry to the AC is also excluded from DIERF determination).

Date Initial Entry Uniformed Service (DIEUS)—The date an individual is first appointed, enlisted, or conscripted into any Uniformed Service of the United States (Active or Reserve component including Public Health Service). This date is fixed and is not adjusted for breaks in service. This includes enlistment as a reservist in the Senior ROTC program, or as a scholarship cadet, or midshipman under

Title 10 U.S.C., Sections 2107 or 2107(a), enlistment under Title 10 U.S.C., Section 511(d) (reference (h)) enlistment in the AC DEP, and entrance as a cadet or midshipman at the USMA, USNA, USAFA, and USCGA (excludes U.S. Merchant Marine Academy).

Date of Rank (DOR)—The date of original appointment in an armed force, unless the individual is given credit for additional education or experience. Also the date of promotion to a higher grade, unless the individual has spent time on an inactive status list, retired list, or as a civilian since the last promotion. Any time spent in an inactive status, a retired status, or as a civilian does not accumulate time for DOR.

Defense Integrated Military Human Resources System (DIMHRS)—A joint computer system that integrates Active, Reserve, and Guard personnel and pay information for all services. It will provide a comprehensive record of service throughout a service member's life.

Defense Joint Military Pay System-Reserve Component (DJMS-RC)—A computerized system which uses electronic data processing equipment to maintain and process data for pay and accounting for Reserve personnel.

Defense Officer Personnel Management Act (DOPMA)—This act revises statutes that govern the management of the commissioned officer AD force and streamlines promotions, policies, and other management areas.

Defense Readiness Condition (DEFCON)—A uniform system of progressive readiness conditions consisting of five DEFCONs ranging from normal readiness to maximum readiness.

Defense Travel System (DTS)—A system that integrates TDY orders, airline reservation, and travel voucher being deployed by DoD for active duty travel.

Deferred Officer—"Deferred", "Not Recommended", "Nonselected", "Recommended", "Selected", and "Selectee"—"Deferred", "not recommended", and "nonselected" terms are used interchangeably to indicate an officer, considered for promotion to the next higher grade by a mandatory board, who has failed of selection for promotion by the first board for that grade. Also, an officer, in a grade below lieutenant colonel, who had declined promotion to the next higher grade. Officers not selected by a position vacancy (PV) board are not considered deferred officers. "Selectee" and "selected" commonly refer to officers recommended for promotion by a promotion board.

Delay—Delay is an authorized postponement in reporting to AD by Ready Reservists not to exceed 30 days from date initially designated to report to AD. This delay period may be extended if the merits of the individual case so warrants.

Delayed Enlistment Program (DEP)—Enlistment in the Ready Reserve under Title 10 U.S.C., Section 511 (reference (b)) for the express purpose of agreeing to a subsequent enlistment in a Regular component of the Military Services. The applicant will enlist in the Reserve forces of that component for an 8 year period (6 years for enlistments before 1 June 1984) prior to enlistment in the Regular force. A delayed enlistment in the Regular forces is normally allowed so an applicant may, for example, complete their current school year or so the entry on AD will coincide with the starting date of a selected Military course of instruction.

Delayed Entry into Training (DET)—Enlistment in the Ready Reserve under Title 10 U.S.C., Section 511(d) (reference (b)) for service in a Reserve component and whose initial IADT is postponed.

Diazo Copy—A temporary photographic working copy of the microfilm master personnel record.

Din Data Update—Pertains to personnel transactions used to update data item or items when a Personnel

Transaction Indicator (PTI) is not required.

Discharge—The complete termination of any or all enlistments or appointments resulting in complete severance from military status. In the case of the ANGUS, this may mean discharge from the ANGUS and retention in the USAFR.

Drill—A time period for point gaining activity. Synonymous with UTA, IDT, and TP.

Dropped From Roll (DFR)—The administrative process which drops a member from the strength of the unit to which they are assigned and from the Air Force. (See AFI 36-3203, *Service Retirements*).

Educational Delay—A period of time that AD is deferred to allow a member to complete degree requirements for a specialized career.

Effective Date of Change of Strength Accountability (EDCSA)—The effective date a member is assigned to or between units of the USAFR or to a specific Reserve program (participating or nonparticipating).

Effective Date of Initial Gain to Strength (EDIGS)—The effective date of the most recent gain to Reserve strength accountability. This data item is computer-generated upon transfer from EAD and to or from ANGUS strength.

Electronic Form System (E-Form)—A system to generate a form completed on a computer using a program for inputting data. The data merges with a template producing a completed form.

Emergency-Essential (E-E) Program—Civilian force mobilization plan that supports the Active military force in completing Air Force missions in peacetime and in wartime. (in a non-combatant status).

End Strength—The count of Air Force military and civilian positions the Air Force needs to have funded in each year of the Future Years Defense Program (FYDP) to accomplish all approved missions. End strength provides the basis for funded man-years within the personnel system, and provides the target for personnel plans, programs, and budgets. End strength is a resource provided to support approved force structure, programs, or missions. End strength changes do not drive force structure or mission changes; they are tied to programmatic increases and decreases in force structure or mission. FYDP end strength is allocated to commands by program element code and category.

Enlisted Evaluation System (EES)—See Officer Evaluation System.

Equivalent Training (ET)—A training period done in place of a regularly scheduled UTA or TP missed due to a member's personal emergency.

Exemption—Total relief from the requirement of reporting for involuntary AD.

Expiration Term of Obligation (ETO)—Date individual completes his military service obligation.

Expiration Term of Service (ETS)—The date on which an airman is scheduled to complete his current term of enlistment in the Regular/ANG/Reserve components of the Air Force. This date is not adjusted for time lost. It is adjusted for extension actually entered into, whether extension is voluntary or involuntary by executive order or law.

Extended Active Duty (EAD)—A member of the ANGUS or USAFR in a full-time AD status with the Active force other than AD for training or temporary tours of AD.

Extension of Enlistment —

-Voluntary—An addendum, for a specified period of time, to the term of enlistment originally stipulated on the enlistment/reenlistment document (DD Form 4, **Enlistment/Reenlistment document Armed Forces of the United States**), thereby extending the completion date of the member's term of enlistment.

-Involuntary—In times of war or national emergency, when declared by Congress, a member's term of enlistment may be extended for the duration of the war or national emergency plus 6 months.

Extreme Hardship—A situation that may, upon mobilization, have a substantially adverse impact on the health, safety, or welfare of the family of the reservist. Any request for determination of such hardship shall be made by the reservist before mobilization, and must be supported by documentation as required by the SAF.

Federal Recognition—Acknowledgment by the Federal Government that an individual assigned within the ANG meets the prescribed Federal standards for the grade and position to which assigned. This is done by the Chief, National Guard Bureau (NGB) for officers, and the State Adjutant General for airmen.

Fiche Family—Grouping of documents within the microfilm master personnel record according to type, such as:

FICHEDOCUMETS

B	Administrative board actions
C	Correspondence
E	Privacy Act
M	Medical reports
N	Numbered Forms
O	Orders
P	Physical evaluation
R	Reserve participation history
S	Selection folder

Field Record Group (FRGp)—A set of files containing documents used to manage each person. The FRGp consists of the UPRG, health record group, and the personal clothing and equipment record group.

Filler—An individual required initially to bring a unit or command to authorized strength.

Financial Assistance Program (FAP)—A service-wide program that is a means of training and recruiting for various medical professions in the Air Force. This program is affiliated with the Armed Forces Health Professions Scholarship Program. This program offers a grant to current medical professionals to train into another medical specialty that is needed by the Air Force in return for a service commitment.

Financial Assistance Program (AFHPS/FAP)—The AFHPS/FAP designed to attract physicians and nurses in critically short wartime specialties. Students are paid stipends and bonuses during graduate training with an obligation to serve on AD after completion of training. Members are in PAS S831FB2B

and AFR - Section - ID (DIN ABR) TA.

Financial Working Group and Financial Management Board (FWG and FMB)—Financial committees comprised of resource advisors (FWG) or senior staff (FMB) and run by financial managers at the local and command level, that meet quarterly to review status of funds and make budget decisions.

Fiscal Year (FY)—Accounting year beginning 1 October and ending 30 September.

Fiscal Year (FY) Participation—This is the Statutory training requirement for Selected Reserve members as stipulated in Title 10 U.S.C., Section 10147.

Foreign Language Proficiency Pay (FLPP)—An incentive for the Air Force military member to pursue self-study of global language fluency to enhance and maintain language skills at or beyond the limited proficiency required for job and mission performance.

Full-Time Air National Guard Duty—Training or other duty, other than inactive duty performed by a member of the ANGUS in the status as a member of the ANG of a State, territory, the Commonwealth of Puerto Rico, or the District of Columbia under Title 32 U.S.C., Sections 316, 502, 503, 504, or 505 for which the member is entitled pay or has waived pay from the United States.

Functional Requirements Review Board (FRRB)—Refers to a board established at DoD level to consider requirements associated with development of DIMHRS.

Funeral Honors Duty (FHD)—A type of inactive duty that is used for duty or training associated with the performance/provision of a funeral honors detail.

Gaining Command—The MAJCOM, Separate Operating Agency (SOA) or other organization to which Reserve component units or individuals are assigned upon mobilization.

Government Travel Card—Credit card issued to government employees and used to pay for their official travel.

Headquarters Individual Mobilization Augmentee Readiness Management Group—Acts as the single POC/liaison between AFRC, IMA PMs and BIMAAAs on all personnel issues effecting IMAs. Ensures newly assigned PMs and BIMAAAs receive formalized training. Acts as review authority for all outgoing correspondence to PMs and BIMAAAs.

Health Professions Scholarship Program (HPSP)—See AFHPSP.

High Year Tenure (HYT)—The maximum amount of time a member may serve in the Reserve. Currently for the Air Force this is 33 years from their pay date. Members may apply for a one time extension. Extensions are only approved if it is in the best interest of the Air Force and its mission.

Inactive Duty (ID)—Authorized duty, other than training, performed by members of an RC not on AD. It consists of Muster Duty and Funeral Honors Duty. These points are creditable toward a Reserve retirement, but they do not count toward fiscal year training obligation.

Inactive Duty Flying Training (IDFT)—Training for members who are in an authorized position requiring active flying.

Inactive Duty Training (IDT)—Duty prescribed for Reserves by the Secretary concerned under Title 37 U.S.C., Section 206, or any other provision of law and special additional duties authorized for Reserves by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned. It includes those duties when performed by Reserves in their status as members of the National Guard (Title

10 U.S.C., Section 101(31)).

Inactive Status List Reserve Section (ISLRS)—A section of the Reserve used to hold members in an inactive status. These members do not earn any points for membership. Officers who have gone over the 2-year limit for NNRPS or NARS retention. Officers and enlisted who have accepted VSI, twice deferred officers, or officer and enlisted members who have 20 satisfactory years for Reserve retirement, but did not meet their participation requirements and have not elected transfer to the retired Reserve.

Incentives Programs—Several programs offering monetary incentives to both officer and enlisted members in critical AFSCs to affiliate or reenlist. These incentives are authorized primarily as enlisted bonuses; however, some medical officer specialties are offered these incentives.

Individual Mobilization Augmentee (IMA)—Individual member of the Ready Reserve assigned an IMA authorization established to support the period immediately following a declaration of war or national emergency, or to respond to any situations that the national security requires. IMA authorizations are based primarily on the wartime requirements of the Air Force and other DoD agencies.

Individual Ready Reserve (IRR)—That portion of the Ready Reserve consisting of members not assigned to the Selected Reserve.

Individual Reservist (IR)—An individual reservist that is serviced by HQ ARPC under any of the following categories: Selected Reserve, IMA, IRR, Participating IRR and Non-participating IRR, or a member of the Special Professional Education and Stipend Programs; Standby Reserve (Active and Inactive) and Retired Reserve.

Information Reports Requirements Management Program (IRRMP)—An Air Force program for the management, control, and licensing of requirements for information that ensures it is obtained with minimum burden and cost, reduces duplication, promotes information sharing, and processes information to make it more useful.

Information Requirements Management Control Officer (IRMCO)—IRMCOs serve as principal points of contact on information requirements matters, maintain inventories and administrative records of reporting requirements, and provide advice and assistance to information management focal points which are at the directorate or higher level. Their overall program objectives are to make sure that information is obtained with minimum burden and cost, and unnecessary duplication of reporting is eliminated.

Initial Active Duty Training (IADT)—The IADT period of a non-prior service enlistee which is performed during a period of not less than 89 days and produces a trained member in a military specialty.

Interactive Demographic Analysis System (IDEAS)—A website provided as a service by the Air Force Personnel Center's Directorate of Operations. The purpose of this website is to provide accurate personnel demographics for USAF members. The data contained herein represents data of AD Air Force, ANG, and Civilian Employees. The IDEAS application provides a means for the user to retrieve statistical data using various demographic selection criterion to refine the search. A more comprehensive version of IDEAS has been placed behind the Retrieval Application Website containing demographics of a sensitive nature. Demographics only available through the secure site include: Age, Ethnic Group, Handicap, Hispanic Latino Designation, Race, Race/Ethnicity, and Religious Preference.

Inter Service Transfer—Refers to a change in military status of a member from one branch of the Armed Forces to another. The member must be discharged from the previous branch effective 1 day of appointment/enlistment into the gaining branch.

Judge Advocate /Reinforcement Designee (JA/RD)—An Air Force ready reservist designated as a judge advocate or paralegal, in non-pay status (Category E). Assigned members are under the field supervision of the JA Program Manager and are attached to AD units for training.

Key Employee—Employees in both the Federal and non-Federal sector in designated key positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. DoD Directive 1200.7, *Screening the Ready Reserve*, and AFI 36-2115 provide guidance on the process and designees by name.

Key Position—A position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively.

Legal Intern Program—Comprised of AFROTC graduates on educational delay to attend law school. Officers are placed on a special tour of AD at an AD legal office between their second and third years of study. Legal interns may be identified on the BR file with AFR-SECTION-ID (DIN ABR) of MZ.

Limited recall to Extended Active duty (LEAD)—Certain Reserve officers serving on an EAD tour for up to 3 years under Title 10 U.S.C., Section 641(d) or 12301(d) (not a mobilized officer). These officers fill AD billets but are considered by RASL promotion boards. Enlisted members WAPS test with their AD peers.

Line of Duty (LOD)—A determination made when a member is injured or incurs or aggravates, a disease or injury while performing military duty or in a travel status to that duty. The determination is to verify the member's duty status and whether or not the injury or disease was caused by the member's own misconduct.

Lists of Values (LOV tables)—Lists used to convert coded MilPDS data to clear text or vice versa.

Major Command (MAJCOM)—A major subdivision of the Air Force, directly subordinate to Headquarters USAF. MAJCOM headquarters are management headquarters and thus have the full range of functional staff.

Management Control Program—Process of planning and ensuring that the organization is managing its resources effectively, it is performing its mission in compliance with applicable laws, rules, and regulations, and that it has put controls in place to minimize the risk of fraud, waste, abuse, or other preventable expenses.

Mandatory Separation Date—For the AFR this is the date on which a Reserve officer must retire or be separated from a Reserve status due to maximum age or maximum total years of commissioned service.

Man-Day—A day of AD under MPA funds, for which a Reserve member is entitled to pay and allowances. It includes duty days, travel days, and (if the tour is 30 days or more) accrued leave at rate of 2 ½ days a month.

Man-Day Accounting System (MAS)—A management information system designed to automate manual processes associated with managing the allocation and use of MPA man-days. This vertical system provides a tracking system for man-day allocation and use on a FY basis for USAFR and ANGUS members.

Manpower and Personnel Readiness Center (MPRC)—HQ USAF DCS/DP, HQ AFMPC/MPC, and MAJCOM DCS/DP or MP focal points for coordinating and implementing emergency personnel actions during contingency operations.

Manpower Authorization—Manpower requirement that is funded (e. g., the command has extended an end strength resource to that position) and can have personnel assigned against that position.

Manpower Standard—Documented, quantitative analysis, of validated manpower that shows a relationship between required man-hours and workload. The process provides accurate use of Air Force manpower resources in both wartime and peacetime environments. Standards are classified into types, based on degree of statistical accuracy and work measurement technique used. Manpower guides, as distinguished from standards, are valid expressions of required manpower, but may be less detailed or mathematically derived.

Master Personnel Record Group (MPerRGp)—A file containing permanent documents which are needed by HQ USAF, HQ AFPC, HQ ARPC, or the Air National Guard Support Center (ANGSC) in managing military personnel. Files are retired for permanent retention when an individual is dismissed, discharged, retired, or deceased.

M-Day—The day the Secretary of Defense, based on decision by the President or Congress, directs a mobilization. All mobilization planning (such as alert, movement, transportation, and deployment or employment) is based on that date.

Medical Services Liaison Officer (MSLO) Program—A program designed to assist the USAF Medical Service in recruiting health services professional personnel. MSLOs inform, counsel, and recruit in civilian health services professional schools.

Membership Points—A total of 15 points awarded for Active Status Reserve membership for each retention/retirement year. Points are prorated for periods of active status which are less than a full retirement year. Maintained on the PCARS (GR) file as PTS-MBR-MEMBERSHIP (DIN CDE14) and PTS-MBR-HIST-MEMBERSHIP (DIN PBD).

Micro Document Suspense System—A computerized system used to identify and control receipt of permanent MPerGp documents.

Microfiche—Miniaturized images in grid pattern by rows on transparent sheet film.

Microfilm—The film medium containing a photographic record on a reduced scale of printed or pictorial information. Master personnel records are maintained in this medium at HQ ARPC for Reserve and ANGUS members not on EAD and at the HQ AFPC for the Active Force.

Microform—System for processing and storing reproduced film imagery of information of documents.

Military Duty Personnel (MDP)—Those members of the ANGUS in Active Guard/Reserve status under Title 32 U.S.C., Section 502(f).

Military Funeral Honors (MFH)—The ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our Nation. MFH consists of (at a minimum) the folding and presentation of the national flag and the playing of Taps.

Military Personnel Appropriation (MPA)—An appropriation used to finance pay and allowances such as basic pay, special emergency evaluation allowance and incentive pay, subsistence, permanent changes of station (PCS), travel, and other military personnel costs used in support of the Active force mission. Identified in the man-day accounting system (GM) file by man-day program (DIN AFK26) other than 26 through 28. See Table 0442.

Military Personnel Data System (MilPDS)—A collective term describing the total computerized

MilPDS. The MilPDS is designed to provide personnel managers with the capability for equitable, responsive, uniformly administered and cost effective management, and administration of AD military, ANGUS, and USAFR personnel.

Military Personnel Records System (MPRS)—The manner in which records are kept to show the military service of each person. It includes setting up new records and the upkeep of each person's record at all levels. The records are made up of the FRGp, the Command Record Group, and the MPerRGp.

Military Service Obligation (MSO)—The period of time that a member must serve in a regular or Reserve component of the Armed Forces as required by the Military Selective Service Act of 1967 or Title 10 U.S.C., Section 651, as amended.

Military Technician (MT)—Federal employees of a military department who occupy technician positions, are assigned to provide support to Selected Reserve units, and are concurrently required to be members of the Reserve component they support as a condition of employment under Title 32 U.S.C., Section 709.

Mobilization—The process by which the Armed Forces or part of them are brought to a state of readiness for war or national emergency to include assembling and organizing personnel, supplies, and material for active military service.

-- **Selective Mobilization (Title 10 U.S.C., Section 332/333)**—Expansion of the Armed Forces by Congressional or Presidential action to mobilize Reserve component units, IRRs, and the resources needed for their support to meet requirements of a domestic emergency.

-- **Partial Mobilization (Title 10 U.S.C., Section 12302)**—Expansion of the Armed Forces (not more than 1,000,000) resulting from Presidential action to mobilize Reserve component units, individual reservists, and the resources needed for their support to meet requirements of war or a national emergency involving external threat to national security.

-- **Full Mobilization (Title 10 U.S.C., Section 12301(a))**—Expansion of the Armed Forces resulting from Congressional action to mobilize all Reserve components units in existing approved force structure, all individual reservists, Retired Reserve and resources needed for their support to meet requirements of a war or a national emergency involving external threat to national security.

-- **Total Mobilization**—Expansion of the Armed Forces resulting from Congressional and Presidential action to organize or generate additional units or personnel and the resources needed for their support to meet their requirements of a war or other national emergency involving external threat.

Mobilization Assistant (MA)—A portion of the duty title exclusively established for IMA program general officer positions by a MAJCOM commander or Air Staff agency chief, MA refers to the scope of a position which is identified in the Annual General Officer Manning and Position Review, RCS HAF-MPG(A) 7101. (Example of complete duty title - MA to command surgeon AFLC.)

Montgomery G.I. Bill (M.G.I.B.) Selected Reserve—A program offered to members of the Selected Reserve to reimburse a portion of their educational costs. This program is used to encourage and sustain membership in the AFR.

Montgomery G.I. Bill (M.G.I.B.) Active Duty—A program offered to members of the Active military to reimburse a portion of their educational costs. This program is a benefit for active Air Force members.

National Guard Bureau (NGB)—A Joint bureau of the Department of the Army and the Department of the Air Force headed by a chief who is the advisor to the Army Chief of Staff and the Air Force Chief of

Staff on National Guard matters.

Nonaffiliated Reserve Section (NARS)—The Active status of the Standby Reserve with or without an MSO. Includes members of AFR without MSO who have not volunteered for the Ready Reserve and with an MSO who are temporarily transferred to the Standby Reserve. Members whose AFR-SECTION-ID (DIN ABR) is NA through MD. AFR-SECTION-ID of MC applies to officers only.

Nonobligated Nonparticipating Ready Personnel Section (NNRPS)—Individual Ready Reserve Section made up of officers and enlisted personnel without an MSO who are still qualified for worldwide duty. Members may not earn retirement points.

Nonprior Service (NPS)—Individuals without any prior military service, Active or Reserve, who receive a commission in, or enlist directly into, the Armed Forces of the United States.

Nonprobationary Officer—A commissioned officer who has completed 3 or more years of Federal commissioned service in any of the Armed Forces of the United States. (See Probationary Officer and AFI 36-3207, *Separating Commissioned Officers*.)

Notification of Eligibility for Retired Pay At Age 60 Letter (20-Year Letter)—A letter notifying a member of their eligibility for retired pay at age 60 and for participation in the RCSBP. This letter is sent within 1 year after completion of required service. Once issued, it cannot be revoked except for fraud or misrepresentation on the part of the individual.

Numbered Air Force (NAF)—Normally, an operations-oriented agency which controls two or more Air Divisions or units of comparable strength. Major Numbered Air Forces of the USAFR are: Fourth Air Force (4 AF) March AFB CA; Tenth Air Force (10 AF) NAS FortWorth JRB TX; and Twenty Second Air Force (22 AF) Dobbins AFB GA.

Obligated Reserve Section (ORS)—A section of the IRR administered by HQ ARPC, ORS includes members with an MSO and EAD commitment, or both.

Office Automation System (OAS)—This system's objective is to increase ARPC's ability to perform its administrative functions through the automation of directorate-wide and organization-specific functions. This system includes the automation of the entry, storage, retrieval, manipulation, transfer, and output of information in ARPC.

Office of Collateral Responsibility (OCR)—An office that has a secondary requirement and responsibility for a specific action, project, plan, program, problem or systems data element.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Office of the Chief, Air Force Reserve (HQ USAF/RE)—HQ USAF/RE is part of the Air Staff and is manned by personnel representing all major functional areas relating to the AFR. HQ USAF/RE is located in the Pentagon and performs staff functions for the Chief of AFR.

Officer Evaluation System (OES) and Enlisted Evaluation System (EES)—Provide meaningful feedback to individuals, Officer Performance Report (OPR) and Enlisted Performance Report (EPR), on what is expected of them, advice on how well they are meeting those expectations, and advice on how to better meet those expectations. Provide a reliable long-term, cumulative record of performance and potential based on that performance. Provide officer central selection boards, senior NCO evaluation boards, the Promotion Enhancement Program (PEP) and other personnel managers sound information to assist in identifying the best qualified officers and enlisted personnel. (AFI 36-2406, *Officer and Enlisted*

Evaluation Systems.)

Officer Training School (OTS)—The OTS mission is to train and commission candidates as second lieutenants in response to USAF, ANG and USAFR requirements.

On-The-Job Training (OJT)—A planned training program designed to qualify airmen, through self-study and supervised instruction, to perform in a given Air Force Specialty (AFS).

Optical Disk—A system that captures images and stores them in digitized form by using a laser beam.

Oracle Training Administrator (OTA)—The term given to the various special applications developed by contractor (Oracle Corporation) to supplement the off-the-shelf software used to support the modernized MilPDS.

Palace Chase—A program whereby officers and enlisted members may apply for a release or separation from active military service prior to fulfilling their AD commitment. They accept a commitment to fill Selected Reserve vacancies in the ANGUS or the USAFR for a period twice that of their remaining AD service commitments. The Palace Chase program now applies to the IRR as well as the Selected Reserve.

Palace Front—A program to provide counseling about Reserve participation to airmen separating from AD with eligibility for further military service. This program is staffed by reservists who are trained in counseling techniques and knowledgeable of the benefits, opportunities, and obligations related to the USAFR and ANGUS.

Palace Furlough—A program to permit rated officers to temporarily leave Active service for a specific period of time, if they meet the eligibility criteria, with the guarantee that they are given the option to return at a later date, but not necessarily to the same job they vacated. Purpose of the program is to modulate the year group distribution of the rated officer force to achieve optimum utilization of available cockpit seats.

Palace Option—Voluntary 3-month AD for training program designed to reduce officer strength. Program is limited to non-scholarship, non-flying AFROTC graduates who incur an 8-year Reserve obligation. No technical training is provided. The 3 months of training provides a realistic insight into aspects of the military pertinent to the junior officer.

Palace Ready—A periodic mobilization exercise to test capabilities to mobilize Reserve forces.

Participating Individual Ready Reserve (PIRR)—A member of the IRR who performs duty with a training attachment in order to maintain currency. This duty is done mostly for points only, but can receive pay to perform MPA AD tours.

Personal Hardship—A situation which would result from the recall to AD of a reservist in an emergency, in that their absence would cause extreme hardship to their dependents substantially greater than that which dependents of other reservists can be expected to experience from their recall to AD.

Personnel Accounting Symbol (PAS)—The PAS system provides standard, centrally controlled, computer processing symbols for every Active Air Force, Air Reserve, and ANGUS unit. The MPF that services the unit is identified by the first two characters of the unit symbol. The MAJCOM to which the unit is assigned or would be gained to upon mobilization is identified by the third and fourth characters. The last four characters represent the unit identification.

Personnel Concept III (PC-III)—A program being undertaken by the Air Force to improve the quality and efficiency of personnel service at locations throughout the world, using improved information

processing technologies.

Personnel Readiness Center (PRC)—HQ ARPC activity which serves as focal point during contingencies, exercises, and crises for the commander and staff to coordinate mobilization activities and implement appropriate emergency actions.

Point Credit Accounting and Reporting System (PCARS)—An automated system used to record participation in training and point credit awarded for all members of the ANGUS and USAFR (including those on AGR or Statutory Tour of EAD). PCARS interfaces with Air University for ECI course completions reported through CDSAR and DJMS-RC.

Points—A means of accounting for Reserve training. Points are awarded as an incentive for ANGUS and USAFR members to participate in Reserve training programs and activities. They are used in determining members' eligibility for retention in Ready Reserve programs and in Active status, as one factor in considering their promotion, and in determining eligibility for, and calculating, retired pay.

Presidential Reserve Call-Up (Also see Call-Up)—Presidential Reserve Call Up under Title 10 U.S.C., Section 12304. The President has the authority to involuntarily order to AD not more than 200,000 (of which no more than 30,000 can be members of the IRR) members of the Selected Reserve of all services for a maximum of 270 days to temporarily expand the Active Force levels without a declaration of war or national emergency.

Pretrained Individual Manpower (PIM)—Personnel with prior military training or experience who are subject to recall to EAD in a mobilization. Includes:

-- IRR

-- Standby Reserve

-- AD retirees

-- RR awaiting pay at age 60 and includes AD retired airmen with 20 years AD, but less than 30 years total service (20 – 30 airmen).

Price of Conformance (POC)—The costs for activities put in place to prevent non-conformances. These include costs for inspections, inspectors, auditors, proofing, testing, reviewing, preventative maintenance, etc.

Prior Service—Includes former members of the Armed Forces who served a continuous period of AD. Also, enlisted or former enlisted members of Reserve components of the Armed Forces who served a continuous period of AD or ADT.

Probationary Officer—A commissioned officer who has not completed 3 years of Federal commissioned service in any of the United States Armed Forces (see Non-probationary Officer and AFI 36-3207).

Program Management Directive (PMD)—The official Air Force document used to direct acquisition or modification responsibilities to appropriate Air Force MAJCOMs for the development, acquisition, or modification of a specific weapon system, subsystem, or piece of equipment. It is used throughout the acquisition cycle to terminate, initiate, or direct research; development; production; or Class III, IV, or V modifications for which sufficient resources have been identified. States program unique requirements, goals, and objectives, especially those to be met at each acquisition milestone or program review. A PMD documents the approach Air Force will take in acquiring the capability to fulfill an operational need. It is

the official Air Force document used to direct responsibilities and support for acquisition programs to the appropriate Air Force MAJCOMs, FOAs, direct reporting units or Program Executive Officers.

Program Manager (PM)—The MAJCOM, FOA, or central manager point of contact responsible for personnel, manpower and programming issues relating to the assigned IMA.

Promotion Recommendation and In-Board Support Management Information System (PRISM)—A computerized system used to assist in the management of officer promotion boards. HQ AFPC, HQ ARPC staff offices, MAJCOMs, HQ AFRC, NGB, and all MPFs (active, ANG, and Reserve) utilize PRISM.

Promotion Service Date (PSD)—All creditable promotion service in current Reserve officer or warrant officer grade. PSD credit is not awarded for periods of service in other than active status.

Public Affairs Program—The program, aligned with and supporting the DoD Affairs program, used by Air Force commanders to keep personnel informed and knowledgeable, to help achieve maximum mission accomplishment, and to keep the American public informed of Air Force activities, including activities of the ARCs.

Push/Pull Mobilization—An alternate to normal wartime requisitioning used for mobilizing selected individuals in the PIM, early in the mobilization process, utilizing technical training centers.

Rated Officer—A commissioned officer who was awarded a USAF aeronautical rating on completion of specific training in primary aviation skills. Rated means aviation career status.

Readiness Management Period (RMP)—A form of Inactive Duty used to support the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.

Ready Reinforcement Personnel Section (RRPS)—This is a participating status section of the IRR comprised of members without an MSO who volunteer to remain in the Ready Reserve, but who are not currently assigned to a unit or IMA position, normally a 3 year limit. It is a pool resource to provide the Air Force an added manning capability for needs which can be anticipated, but which cannot be precisely established by grade and AFSC. Members may earn retirement points through enrollment in ECI courses or through IDT attachments to Air Force, USAFR, or ANGUS units (see NNRPS for nonparticipating).

Ready Reserve—The Ready Reserve consists of members who are immediately available for EAD in the event of mobilization. This includes the Selected Reserve and the IRR. A member without an MSO who volunteers and is accepted is also assigned to the Ready Reserve.

Recommended List—A list of ANGUS and USAFR officers who have been considered and selected for promotion by a board of officers convened for that purpose.

Records Information Management System (RIMS)—An Air Force system that provides automated support for records management by generating and changing file plans, data base records disposition reports, records staging area inventories, and FOIA tracking logs.

Records Transfer System—A computerized system used to identify and control the transfer of Master Personnel microfiche between AFPC and ARPC.

Release from Active Duty (RAD)—Termination of AD status and transfer or reversion to a Reserve component not on AD.

Report on Individual Personnel (RIP)—A computer-generated product reflecting selected data on an

individual service member that is maintained in the MilPDS.

Requirements Management System (RMS)—a web based system developed by HQ AFPC for the submission of system change requests from AC, USAFR and ANGUS.

Reserve Active Status List (RASL)—A list of all Reserve of the Air Force officers in an active status, not on the ADL, and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of their rank in that grade. The RASL for the Air Force shall include officers in the ANG and AFR. Except as otherwise provided in law, an officer must be on the RASL to be eligible for consideration for selection for promotion, continuation, or selective early removal as a member of the Reserve of the Air Force.

Reserve Components Common Personnel Data System (RCCPDS)—The computerized Reserve components common data base maintained by the Defense Manpower Data Center (DMDC). This system provides statistical tabulations of Reserve components strength and related data for Congress, DoD, other Government agencies, and for appropriate public release by the Assistant Secretary of Defense for Public Affairs. The data base is created from MilPDS input.

Reserve Component Survivor Benefit Plan (RCSBP)—Public Law 95-397, effective 1 October 1978, expanded the SBP to allow those persons who have received their “Notification of Eligibility of Retired Pay at Age 60” letter to provide an annuity for their designated beneficiaries before reaching age 60. There are various options available under RCSBP which are outlined in information sent shortly after the notification letter is issued.

Reserve Management Vacancy System (RMVS)—An on-line interactive retrieval and job reservation system.

Reserve Officers Personnel Act of 1954 (ROPA)—An act to provide for the promotion, precedence, constructive credit, distribution, retention and elimination of officers of the Reserve components of the Armed Forces of the United States and for other purposes.

Reserve Officer Personnel Management Act (ROPMA)—Legislation that governs the management of the Reserve commissioned officers and aligns promotion, appointment, separation, retirement, and other management policies with DOPMA where practical.

Reserve Personnel Appropriation (RPA)—Provides for pay and allowances, subsistence, uniforms, travel, and related expenses for ANGUS and USAFR personnel on AD for training or while undergoing Reserve training, drills or equivalent duty, and for students enrolled in the AFHPSP, and Air Force Senior and Junior ROTC programs. Identified in the man-day accounting system (GM) file by man-day program (DIN AFK26) of 26 and 27. See table 0442.

Reserve Retirement Repository (RRR)—Refers to a data repository established at the Defense Manpower Data Center in October 1993 to store prior service retirement point history on members that separate from a reserve component of any branch of service. It provides a source of information for gaining components should a member transfer from one branch of service to another.

Reserve Sanctuary—An administrative shelter for Reserve officers who have 18 or 19 years of creditable service for retirement at the time they normally would be mandatorily separated, for completing maximum service or promotion deferral. These officers are retained in an Active status for the purpose of being given the opportunity to earn points to gain 20 years creditable service. Those with 18, but less than 19 years of service are allowed 3 years to earn 2 satisfactory years; those with 19, but less than 20 are allowed 2 years to earn 1 satisfactory year. While in this program, members may be assigned

to NARS, Reserve section code NC. See AFI 36-2131, *Administration Of Sanctuary In The Air Reserve Components*.

Reserve Section—Used to identify the training requirements for Reservists.

Reserve Service Commitment (RSC)—A period of Selected Reserve duty a member must serve before becoming eligible for voluntary separation or retirement. See AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*.

Reserve Service Commitment Date (RSCD)—The date the RSC expires.

Reserve Survey/Screening—A periodic survey by mail of Reservists in the IRR, Standby and Retired Reserve with the primary reason of collecting and verifying key personal data such as; current address, marital status, civilian occupation, and number of dependents.

Resignation—The action of an officer to vacate their appointment, which, if approved, would terminate their military status.

Retention/Retirement (R/R) Date—The date used to determine the R/R year is established by the date the member entered into active service or the date of return or reentry into active status in a Reserve component or active service.

Retention/Retirement (R/R) Year—The full-year period used for crediting of qualifying years for non-Regular retirement shall be based on R/R years as established in DoD Instruction 1215.7, *Service Credit for Reserve Retirement*. These R/R year periods are calculated from a R/R date. The date used to determine the R/R year is established by the date the member entered into active service or into active status in a Reserve component. The start date (month and day) for each successive R/R year will not be adjusted unless the member has a break-in-service. A break-in-service occurs only when a member transfers to an inactive status list, the Inactive National Guard, a temporary disability retired list, the Retired Reserve, or is discharged to civilian life for a period greater than 24 hours. There will be no break-in-service if the member transfers directly to another Regular or Reserve component. When a member with a break-in-service returns to an active Reserve status or to active service, the revised R/R year start date shall be the date of return or reentry.

Retrieval Application Web (RAW)—The RAW serves as a single point of entry for multiple programs, each of which is restricted to Air Force personnel (Military and Civil Service). Some applications are immediately available to every individual who registers. For others, you must e-mail the point of contact (POC) for the desired application. The POC will verify your 'need to know' and grant access when appropriate. Access lies behind the Air Force Secure Web Site.

Satisfactory Participation—See Fiscal Year Participation.

Satisfactory Year (Satisfactory Year for Retirement)—All active Federal service before 1 July 1949 is considered satisfactory for retirement purposes. After 30 June 1949, each 1-year period beginning on the member's R/R date in which a member has been credited with at least 50 points on the following basis:

- One point for each day of active service or full-time service under the appropriate sections of Title 10 or Title 32 U.S.C. while performing annual training duty or while attending a prescribed course of instruction at an 18 service school designated by law or the Secretary concerned.
- One point for each attendance at a training period (IDT) or UTA or each 3 hour period of equivalent instruction awarded through ECI prescribed for that year.

-- Points at the rate of 15 per R/R year for membership in an Active status in a Reserve component of the Armed Forces awarded on a prorated basis for partial R/R year.

Screening—Periodic review of records of Ready Reserve members, a continuing process to determine availability of members for immediate mobilization and qualification for continued Ready Reserve assignment. Continuous screening of the ISLRS for retention or possible discharge is also accomplished by ARPC.

Selected Reserve—That portion of the Ready Reserve so essential to initial wartime operations as to require priority treatment over other reserves in the allocation of equipment or in training requirements. Consists of individuals in training/pay categories A, B, D, F, and P who are: Unit members or IMAs who regularly participate in paid IDT and AT; or non-prior service enlistees who are either in initial tour of ADT for no less than 4 months or who are in pay status while awaiting IADT; and personnel serving on AD in AGR status.

Selected Reserve Educational Assistance Program (M.G.I. B.)—To encourage and sustain membership in the AFR by an authorized Educational Assistance Program for IMAs. Members of the AFR who meet the criteria, IMAs in training/pay categories A, B, and D, and continue to participate satisfactorily are entitled to educational assistance benefits.

Separation—A general term which includes discharge, retirement, or release from AD. (It would be noted that many reservists do not understand this term and assume that it means they have been discharged when they may have only been released from AD. For clarity, the use of a more specific appropriate term is suggested.)

Service Member's Group Life Insurance (SGLI)—A group life insurance policy purchased from a commercial life insurance company by the Veterans Administration according to the provisions of Title 38 U.S.C., Chapter 19, III, as amended. Four types of coverage are:

-- Full-Time SGLI—24 hour per day coverage, regardless of duty status. Available to those Ready Reservists who volunteer for assignment, perform duty creditable for retirement, are assigned to a unit or position subject to recall, and are scheduled to perform a minimum of 12 IADT sessions per year.

-- Part-Time SGLI—Available to those reservists not eligible for full-time coverage. Begins from time a reservist leaves home directly enroute to duty and continues until they return directly home.

-- Retired Reservists Coverage—SGLI available to those individuals who have received "Notification of Eligibility for Retired Pay at Age 60" letter, have not received the first increment of retired pay and have not reached their 61st birthday. Assignment to the RR is not required for this coverage. The reservist must apply for this coverage within the cutoff dates established by the Veterans Administration.

-- Veterans Group Life Insurance (VGLI)—A program of post separation 5-year nonrenewable term insurance which provides for conversion of SGLI coverage at reasonable rates.

Single Unit Retrieval Format (SURF)—A computer retrieval system which combines a series of preformatted data elements into one statement which may be used to retrieve data from Reserve records in the MilPDS.

Split Annual Tour—USAFR program authorizing unit commanders or program managers to approve AT requirements into periods of less than 15-days duration (except when overseas travel is involved).

Standby Reserve—The Standby Reserve consists of the NARS and the ISLRS. Members may only be ordered to EAD in time of war or a national emergency declared by Congress.

Stipend Program—See Air Force Ready Reserve Stipend Program.

Stop/Loss—Involuntary retention of personnel who would normally separate due to ETS/ETO, retirement, etc. Authority to invoke Stop/Loss resides with the President, Title 10 U.S.C., Section 12305, and Congress

Strength—The actual number of military personnel assigned is derived from the personnel data accumulated and maintained in the MilPDS. The strength is derived from computer counts of computerized personnel records maintained in the MilPDS. The totals of these counts are the official military strength of the Air Force, be it AD, ANGUS, or USAFR. USAFR personnel strength accounting methods are designed to furnish accurate strength data to commanders, planners, and managers at all levels. Strength accounting is an integral part of the MilPDS which makes optimum use of electronic data processing equipment and techniques.

Survivor Benefit Plan (SBP)—A program that assures financial protection for survivors of former members and retired uniformed services members (Public law 92-425, effective 21 September 1972). The elector can provide for payment of a maximum of 55 percent of their retired pay to their beneficiaries. There are different elections available to the elector and the cost (withheld from retired pay) is dependent upon the election desired.

Systems Change Request (SCR)—a formal document identifying a new requirement or requesting modification of an existing requirement within the MilPDS. Submission is made to the AFPC within the automated RMS.

Systems Management—The Process of planning, organizing, coordinating, controlling, and directing the efforts of Air Force contractors and responsible Air Force organizations to accomplish system program objectives.

The Adjutant General (TAG)—The commanding general of a State National Guard. He provides the command, control, and supervision of State National Guard units for both State missions (military support to civil authorities) and preparation for mobilization assignment.

The Judge Advocate General's Corps Reserve (TJAGCR)—Assigned non-EAD officers who are lawyers and enlisted paralegals. Members are eligible for assignment as an IMA, a reinforcement designee, to a USAFR unit, or to ANG programs.

Total Active Federal Commissioned Service (TAFCS)—A derived computation of an ARC officer's total period of active Federal commissioned service expressed in years, months, and days. Computation is derived from active commissioned service posted within the PCARS.

Total Active Federal Commissioned Service Date (TAFCS D)—All periods of AD Federal commissioned service. When there is no break in AD commissioned service from original date of entry on AD in such status, TAFCS D is the date of original entry on AD in commissioned status. When there is a break, TAFCS D is later than the date of original entry on AD in commissioned status by a period equivalent to the break or breaks. Does not include AD while a student at Uniformed Services University of Health Sciences (USUHS).

Total Active Federal Military Service (TAFMS)—A derived computation of an ARC member's total period of active military service expressed in years, months, and days. Computation is derived from all active service posted within the PCARS.

Total Active Federal Military Service Date (TAFMS D)—All Periods of active Federal military service

in commissioned, warrant, flight officer, or enlisted status. When there is no break in AD from date of original entry on such duty, TAFMSD is the date of original entry on AD. When there is a break in AD, TAFMSD is later than the date of original entry on AD by a period equivalent to the break or breaks. This does not include AD while a student at USUHS. It includes concurrent enlisted cadet status and solely cadet status at a service academy for airmen only.

Total Federal Commissioned Service Date (TFCSD)—All periods of Federally recognized commissioned service, whether active or non-AD. When there is no break in commissioned service from the date of acceptance of original commission or from date of original Federal recognition, TFCSD is the date of acceptance of original commission or the date of Federal recognition, as appropriate. When there is a break, TFCSD is later than the date of acceptance of original commission or the date of original Federal recognition by a period equivalent to the break or breaks.

Total Force Policy (TFP)—The DoD, both Active and AFR components are considered part of a single United States Military Resource. Total force policy is applied to all aspects of planning, programming, staffing, equipping, and employing ANGUS and USAFR forces.

Total Years Service Date (TYSD)—All service as a commissioned officer of any United States Armed Force; all service before 15 June 1933 as a commissioned officer in the Federally recognized National Guard or in a Federally recognized commissioned status in the National Guard; all service in the National Guard after 14 June 1933 when the service therein was continuous from the date of Federal recognition as an officer therein to the date of appointment in the National Guard of the United States; and all service credited under Title 10 U.S.C., Section 8353. (Service in the Women's Army Auxiliary Corps is not creditable). **NOTES:** TYSD is one of two dates which determines a commissioned officer's eligibility for a Reserve promotion. The other date is PSD. TYSD also determines termination Active Reserve status based on maximum service under Title 10 U.S.C., Section 8848 or 8851 for officers appointed on or after 1 July 1955.

Training and Retired Category (TRC)—Categories identifying (by specific TRC designator) an RC member's training or retirement status in an RCC and an RC.

Training Period (TP)—An authorized, scheduled, and planned period of IDT of a prescribed time, up to 4 hours, performed by an individual with or without pay.

Transfer or Interservice Transfer—Refers to a change in military status of a member from one branch of the Armed Forces to another. Transfer means a discharge from the losing branch effective 1 day and appointment/enlistment in gaining branch effective the following day.

Unfunded Requirement—Unfunded requirements are validated manpower needs but are deferred because of budgetary constraints.

Unit—An Organized USAFR contingent:

- With a specific UMD authorization.
- Designed so its members serve together
- That is mobilized as an entity; and is designated as Reserve TRC A.

Unit Manpower Document (UMD)—A detailed personnel authorization listing for a unit. It outlines the authorized grade, AFSC, Functional and Program Element Codes, and security clearance requirements for each unit authorization by position number.

Unit of Assignment—Organization to which a member is assigned and will report upon mobilization. (Except IMAs and RDs assigned to ARSs.)

Unit of Attachment—The unit to which a member may be attached for training. The unit is usually located near to the reservist's home. Location of IDT. For most centrally managed Reserve members, the unit of attachment is the organization where AT and IDT is performed.

Unit Personnel Management Roster (UPMR)—A management roster which incorporates both personnel manpower authorization data with pertinent information about the personnel actually assigned against the authorizations.

Unit Personnel Records Group (UPRG)—See Field Record Group.

Unit Reserve Coordinator (URC)—Ensures CSS personnel are aware of requirements for commander's programs and organization unique training requirements. The URC will assist the BIMAA in resolving problems as necessary.

Unit Training Assembly (UTA)—An authorized, scheduled, and planned period of IDT of a prescribed time, generally not less than 4 hours, performed with or without pay and done by a Category A unit.

United States Air Force Reserve (USAFR)—All reservists that are members of the Air Force except those units, organizations, and members assigned to the ANGUS. The USAFR consists of the Ready Standby, and Retired Reserve.

Unsatisfactory Participation—Failure to meet the FY training requirements.

Verbal Orders of the Commander (VOCO)—Direction to proceed to a duty location in the absence of written orders. Used only in emergency situations after coordination with appropriate financial management offices to ensure funding and followed up within 1 to 2 days with written orders confirming the duty.

Vesicular Copy—See Diazo Copy.

Veterans Group Life Insurance (VGLI)—A 5-year, non-renewable term policy purchased from a commercial life insurance company by the Veterans Administration in accordance with the provisions of the Veterans Insurance Act of 1974 (PL 93-289), a program of post-separation insurance which provides for conversion of SGLI coverage at reasonable rates.

Virtual Military Personnel Flight (vMPF)—A self-service web application that allows AD and participating reserve members to access and review selected personal data stored within the MilPDS. It includes several applications that allow the member to submit changes when errors are noted.

Wartime Shortage Skills List—Wartime shortage skills identified by Air Force Wartime Manpower and Personnel Readiness Team (AFWMPRT) for ARPC filler action.

Web Orders Transaction System (WOTS)—Electronic system used for IMAs to request and IMA PMs to approve RPA tour requests and orders.

Worldwide Military Command and Control System (WMCCS) Intercomputer Network (WIN)—This system, in concert with the STU-III communication upgrade and with the mobile cellular telephone, will provide real-time communications capability with key contingency/ operations planners throughout DoD and will enhance ARPC's capability to respond to mobilization taskings, both real-world and during exercises.